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U.S. Department of Agriculture

EXTENSION SERVICE U. S. Dept. Agr.

REPORT ON CONFERENCE OF INFORMATION OFFICERS SOIL CONSERVATION SERVICE

Chicagoan Hotel, Chicago, September 9, 10, and 11, 1940

(Report prepared by F. J. Keilholz, Extension Editor, University of Illinois College of Agriculture, as representative of extension editors.)

George A. Barnes, chief of the SCS information division, served as general chairman of the 3-day session which was attended by SCS information officers from the 10 SCS regions, State SCS coordinators, State extension soil conservationists, and representatives of the Extension Service, AAA, FSA, FCA, CCC, and Agricultural Marketing Service.

As explained by Mr. Barnes, the purpose of the conference was to clarify working relationships with all agencies upon which the SCS must depend and with which it cooperates in the conduct of its information program.

In the absence of M. S. Salisbury, Director of Information, United States Department of Agriculture, who was scheduled to discuss the first topic, "The War and Agriculture," Dillon S. Myer, assistant chief of the SCS, was called upon for a statement on this same subject.

Public interest for some time to come, he said, will be focused upon problems of national defense, with the result that public programs in agriculture and in other fields may suffer. As yet, the part which agriculture will play in national defense is uncertain.

It is important, however, in the opinion of Assistant Chief Myer that workers in the SCS information program be alert and sensitive to trends in national and international affairs, to changes in department policies, and to adjustments in production and marketing.

It is a time for cool-headedness, enthusiasm, and alertness, Assistant Chief Myer pointed out. He added that "you people in information work have an important part to play in whatever assignment is given to agriculture in the national defense program."

Discussing some of the intra-SCS problems, Assistant Chief Myer reported that the realignment of the SCS was just about completed in line with the President's reorganization order when the SCS budget was curtailed.

This phase of the conference was pursued further on the second day with the arrival of Mr. Salisbury.

Discussing some of the broad aspects of the national defense program, he pointed out that agriculture was not going to be the bottleneck around supplies of food and fiber as it was in the last war. The problem this time will be one of disposal.

It was pointed out, too, that this is a new kind of war, being not only military but also economic and ideological. Among other things Latin-American countries are exposed on an economic front to "invasion" from countries doing business on a barter basis.

While the place of agriculture in the national defense program is still to be accurately defined, the information job is beginning to shape up under two heads, Director Salisbury explained:

- 1. Reporting to farmers and the general public how the various agricultural programs fit into national defense.
- 2. Reporting what is in store for agriculture, agricultural people, and the general public in the event of different outcomes of the war, (It was stated that the Agricultural Outlook Report this fall will include material of this nature.)

The basic objective in information work, as in other activities related to agriculture and the defense program, will be hemispheric unity, national unity, and agricultural unity.

It was reported that a number of possibilities are being explored in the development of the hemisphere defense program and that as soon as something definite is available, it will be transmitted to the field. The implication was that this would be soon. For one thing there will be no cartel such as was first proposed. Instead, any effort in this direction is likely to be on the basis of a realistic appraisal of individual commodities. Director Salisbury felt that it would be imperative to keep pointing out the relationship of sound soil conservation to effective defense.

In connection with the discussion it was brought out that the representatives of any one agency in the field were not getting the various informational materials distributed to workers of each and every one of the other operating agencies of the Department.

The suggestion was made that one way to keep in touch with current trends and policies in the Department was to follow the speeches of the Secretary.

The foregoing report of the session on "The War and Agriculture" covers the discussions which took place both Monday and Tuesday mornings. Following the Monday morning session, the program continued with the section on "Coordination of Agricultural Information" with S. D. Bledsoe, Chief, Press Service, U. S. D. A., leading the discussion.

Coordination of Agricultural Information

Mr. Bledsoe prefaced his remarks with the statement that nobody in the Department has reached any final conclusions as to how the coordination of agricultural information is to be achieved and that, consequently, his discussion of the matter was not to be taken as a statement of Department policy or procedure.

It was pointed out, however, that there are some 60 field information representatives of the Department of Agriculture, and at least 20 or 30 more who are doing information work of one kind or another.

"No matter how we do it, we will have to get more coordination between information men in the field and those in Washington," Mr. Bledsoe said. "There have been some questions raised by extension editors and some speculation on their part as to how soon the Department of Agriculture was going to set up separate channels which would by pass extension editors in the distribution of informational material. I don't think there is any such intention - I know there isn't - but the right kind of coordination will clear up this and other matters that are subjects for uncertainty and speculation."

It was reported that there had been criticism from some newspaper editors that in some cases a particular agency was working at cross purposes with other agencies, did not understand the programs of the other agencies, or might be in open opposition to the work of other agencies.

Mr. Bledsoe pointed out that information men were in a position to leaven the Department program with the over-all approach. It has been 7 years now since the first of the newer programs was started. The public is beginning to ask, he said, what certain programs are, what they cost, what they are worth, and how they are related to the problem of public defense. Coordination will help information men to present the entire Department viewpoint on these questions.

At the same time information officials of such a program as the surplus commodity marketing program, a 235 million dollar undertaking, are puzzled as to whether or not to set up a field information service of their own or attempt to use existing channels. The same question is being weighed by the Bureau of Agricultural Economics.

Thus, as analyzed by Mr. Bledsoe, the problem centers largely in competition between information men of various agencies on the one hand, while on the other hand the capacity of newspapers, radio stations, farm magazines, and other outlets to take and use material is limited.

"If we don't coordinate, somebody is going to do it for us - the newspaper editor, the radio station, the extension editor, or somebody else."

For purposes of discussion Mr. Bledsoe asked those attending the conference to think of the possibilities of having one man in each State handle the information on several programs, especially related programs, and channel all the material through the Extension Service.

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(Before the discussion proceeded, it was pointed out from the floor that such a plan would involve the problem of consolidating offices, equipment, etc.)

Following these preliminary remarks, Mr. Bledsoe called on Tom Dale, chief of the SCS information division in the southern Great Plains region, Amarillo, Tex., to discuss progress to date in the coordination of information for the dust-bowl area, involving territory both in the southern Great Plains region of the SCS with headquarters at Amarillo, Tex., and in the western Gulf region with headquarters at Fort Worth, Tex.

Mr. Dale opened his discussion by pointing out that the plan had not been started until about the first of May and therefore had not had time to be given a real trial.

By way of background indicating the need for such a coordinated effort, Mr. Dale described the multiplicity of agencies sending material to the extension editor or to the newspapers and other outlets in a typical State, such as Oklahoma.

The present plan was set up as an attempt to clarify this situation in so far as it involved material affecting the dust-bowl territory. C. A. Bond, extension editor in the State of Washington, was made coordinator of information. Both the FSA and the SCS assigned a full-time man to the office to work under the direction of Mr. Bond. From time to time the regional AAA information man visits and works in the office, but it was felt that the AAA should assign a regular man to the staff.

It was admitted that as the program is now operating, it merely constitutes a new point of origin for material, the purpose of which is to give people of the Southwest a picture of the total Department program on one problem—that of the dust bowl.

It was further agreed that the plan has not reduced the number of men producing and distributing informational material nor the amount of such material which is being issued.

Mr. Bledsoe expressed it as his opinion that coordination should involve a reduction in the number of men producing material and also in the amount of material produced.

Following the discussion of the Amarillo plan, representatives from the SCS Pacific Southwestern region were asked to explain the plan in operation at Berkeley, Calif.

Mr. Burgess, of the AAA, was credited with calling the first meeting in this territory, and to date three meetings have been held. Coordination in this territory was started with the general agreement among representatives of all agencies that some reduction needed to be made in the number of information men having contact with the press.

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The solution in the Berkeley area is believed to lie in interagency education. Accordingly the representatives there plan to get together informally from time to time for the purpose of working out the problem of coordination cooperatively. For one thing, all have agreed to cut down on the volume of their output.

The Berkeley information representatives prefer to do it this way rather than through a central production staff and a central distributing office. However, one proposal was that an interagency library be set up in Berkeley for the use of all agency information men.

At this point Mr. Barnes cited two things which are basic in co-ordination of information material:

- 1. A reduction in the total volume of material.
- 2. Coordination in such a way that the public gets a unified picture of the total department program.

Mr. Barnes added that coordination of information would not proceed very far unless there was coordination administratively.

A third plan of information coordination described at the conference is that in use in the Lincoln, Nebr., territory. Up to this time the plan has been restricted to Nebraska alone, but plans are now being made to carry it to other States in the region this winter.

The basis of this system is simply an informal agreement that distribution of material to the press and radio will be made through the extension editor, except in spot news announcements where speed makes direct release by the agency preferable.

In the case of radio the extension editor takes the responsibility for ascertaining how much time is available on the various stations. This time is then apportioned among the various agencies, thus eliminating the necessity for a number of contacts or approaches by different representatives of the Department.

At this point it was explained that T. R. Johnston, Indiana, and George S. Round, Nebraska, who with F. J. Keilholz, Illinois extension editor, had been asked to attend as representatives of their group, were unable to be present and that accordingly Mr. Keilholz was the lone representative of the extension editors. He was called upon to explain the problems and point of view of extension editors in the matter of coordinating informational material.

He outlined the problems of extension editors under two main heads:

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1. If extension editors are to service the newspapers, magazines, radio stations, and other outlets of their respective States with a well-rounded and comprehensive coverage on the complete program in agriculture

and home economics, it is imperative that they have access to the informational output of all agencies and that the information officers of all agencies protect the extension editors at all times.

2. If the extension editor is to retain the confidence of press and radio officials and continue to have the benefit of their cooperation and sympathetic understanding, it seems essential that there be some coordination and reduction of volume in the material now being issued. In this connection it was pointed out that more and more editors, radio officials, and the general public are thinking in the vague terms of a "farm program" with the differentiation between various phases of that program becoming less and less distinct. Consequently, any excess of informational material or any other abuse which reacts against one program or one agency, reacts against all of them, including the Extension Service and the extension editor.

The plan which has been followed in Illinois during the past year was described as an attempt to effect coordination on the State and county level.

First steps in the plan were taken following the realignment of the work of the Department of Agriculture and the request of the then Secretary of Agriculture, H. A. Wallace, that the Extension Service within the several States take the leadership in realigning educational work for the purpose of achieving greater conservation of physical and natural resources.

Rather than have an unwieldy program, representatives of the Extension Service and of the various operating agencies in Illinois agreed upon five practices which should receive special emphasis in the educational work during 1940. These were: (1) Increased use of limestone, (2) increased seedings of grasses and legumes, (3) pasture improvement, (4) erosion control with special emphasis on contour farming, and (5) tree planting. These five practices were agreed upon as those which could be emphasized in the programs of all agencies while at the same time permitting those agencies to go ahead with the broad, general aspects of their individual programs.

As a step toward a coordinated informational program, the extension editor made contact with information representatives of the SCS and FCA as well as representatives of the AAA, FSA. Forest Service, and all subject-matter departments of the University of Illinois College of Agriculture. Each agency or unit was asked to set up a suggested month-by-month calendar of timely stories which could and might be forthcoming from that agency or unit throughout the year in support and furtherance of the five special practices.

For instance, one problem in the increased use of limestone was money with which the farmer might buy it. It was suggested therefore that some of the suggested FCA stories might well report what opportunities there were for financing limestone purchases through the FCA, together with details for carrying out the procedure.

All the agencies and departments responded in splendid fashion, and a steady stream of stories from these various sources is now flowing through the extension editor's office. This material is coordinated not only into a State-wide press service, but also into a syndicated radio service which is based upon the Farm Flashes issued by the Radio Service of the U. S. D. A.

While contacts were not made with such agencies as the REA and the Surplus Commodities Corporation, the system provides for some degree of coordinating their informational output with that of other agencies. Regular contact is maintained with REA, for instance, through the extension agricultural engineer, who is devoting a large share of his time and effort to rural electrification. Much of the informational output from the Illinois extension editor's office bears directly or indirectly upon the REA program.

An attempt also has been made to adapt and coordinate informational material from the Surplus Commodities Corporation on a State and county level in Illinois. For instance, when new Illinois cities are put under the food stamp plan, members of the department of home economics cooperate in preparing stories and radio material describing methods of cooking, processing, and serving surplus foods for the maximum economy, palatability, appeal, and nutritive value. These stories are then offered as a special service to the papers in the food stamp territory.

From time to time, as the list of surplus foods is changed, members of the department of home economics cooperate in preparing special stories for general distribution. Recipes and other suggestions for making the maximum use of and getting the greatest benefit from the surplus foods are featured. Miss Candace A. Hurley, assistant extension editor, has worked with the department of home economics in the preparation of this material.

Members of the subject-matter departments of the college of agriculture cooperated in furthering the program by preparing special publications on the five practices. Film strips, circular letters, and other aids with which the extension editor's office assisted also figured in the informational output on the campaign.

On the county level, responsibility for the coordination of press, radio, and other informational material was and is being taken by the county farm and home advisers (county agents). Since they are in effect official representatives of the Department of Agriculture, as well as of the Extension Service, they know local conditions and problems, have a working acquaintanceship and understanding with local editors and other officials and are, on the whole, experts of some years' training and experience in educational and informational matters.

A number of farm advisers, for instance, conduct daily local radio programs with certain days of the week being given over to individual agencies, such as the AAA, SCS, FSA, and others.

Under the Illinois system the Extension News-Messenger is being developed as a device for interagency education and for the promotion of greater good will and better understanding among the workers of the various agencies. Before each issue, each agency is invited to submit whatever material it wishes to put before the representatives of other agencies in furtherance of its program. Excellent cooperation and enthusiastic response are being obtained.

By way of conclusion Mr. Keilholz thanked members of the conference for the confidence and cooperation which they had shown extension editors by permitting one of their number to speak.

"If a quarter of a century of extension experience in dealing with farm problems and educational matters counts for anything, the extension editor, with the help of farm and home advisers in the counties, should be the best qualified to make the over-all approach so necessary in the successful execution of a total Department program. In short, if a quarter of a century of extension experience means anything, the extension editors should be the answer to the problem of coordinating the informational material."

Members of the conference were told that extension editors are keenly interested in the success of an adequate and sound program aimed at a more satisfying rural life and the furtherance of national defense, and that their cooperation and assistance could be counted upon by the various agencies and services of the Department.

Following some discussion of the statement by Mr. Keilholz, the section on "Coordination of Agricultural Information" was summarized as follows by Mr. Barnes:

- 1. Coordination is necessary to reduce the number of sources from which material flows, to reduce the amount of material, and to give the public a simplified and comprehensive picture of the total Department program.
 - 2. The various agencies seem ready to cooperate in coordination.
- 3. In any plan of coordination at the State level, the extension editor holds a key position.
- 4. Above the regional level effective coordination of agricultural information awaits closer coordination of the various programs.
 - 5. Above the State level a prerequisite to coordination is cooperation and coordination between administrative officers as to programs, location of offices, personnel, etc.

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5. The basis of coordination of agricultural information is an understanding of the various programs.

It was announced that a committee had been appointed to survey the information facilities and equipment of the U. S. D. A. as a first step toward closer coordination of agricultural information. Members of the conference who had anything to contribute were invited to attend an evening session of the committee during the conference.

Mr. Gilbertson, SCS liaison officer with the CCC, was called upon to discuss the work of the latter organization as it related to the complete agricultural program and defense plans. He explained that news and pictures of joint CCC-SCS efforts might be a means of getting the SCS before new audiences, especially in the cities. He added, however, that the CCC policy in the defense program has not yet crystallized.

It was announced that glossy prints and mats of CCC boys at work are available from the CCC. A panel of such pictures made up into exhibit form was displayed by Mr. Gilbertson.

The SCS Information Program

In opening this section Mr. Barnes pointed out that the most serious problem is one of educating or informing farmers as to the job of conservation and how to get it done on their own farms. In his opinion the present methodology of the SCS information program is not geared to the job of implementing the districts program. This is almost a job of reaching the individual farmer and one that can probably best be done by the extension soil conservationist. Mr. Barnes added that the extension soil conservationist is perhaps a more important force in furthering this particular information and education job than is sometimes realized.

Proceeding to a discussion of other problems in the SCS information program, Mr. Barnes reported he still felt the extension editors were the most logical avenue of getting information into the desired channels.

"Probably no one is better able to judge the temper in a State than is the extension editor. If we are willing to let him exercise his prerogatives as an editor, we have an 'editor' at the State level who can keep us out of trouble with respect to material going out at the wrong time, poorly adapted material, excessive volume, etc."

One of the weaknesses in the present SCS information program, according to Mr. Barnes, is in the field of research information. He cited the need for the development of more usable and more popular information on research phases of the program.

Considerable discussion developed as to the handling of the information program within SCS districts, it being pointed out that the SCS program has passed the demonstration stage and is now in the districts stage.

One suggestion was that the extension conservationist is the man who can put his finger on local problems in the districts development program and call on information officers for help. It also was brought

out in the discussion that extension conservationists and county agents can call on information officers for help in getting out special editions of local newspapers, special pages, exhibits, and other devices in support of the districts program.

While there was some expression of discouragement over the fact that the districts program has not gone ahead faster, O. R. Zeasman, extension soil conservationist in Wisconsin, pointed out that enough time had not elapsed between the demonstrational phase and the districts phase for the inertia of farmers to be overcome. In Mr. Zeasman's opinion, good progress is being made.

In the matter of exhibits some doubt was evident among the State coordinators as to the legality of the SCS and other agencies exhibiting at State fairs. Some variance of opinion came out during the discussion. However, there was enthusiastic agreement among SCS officials present that the answer to the exhibits problem is to join with some other agency such as the Extension Service, 4-H clubs, or others.

Michigan reported that its State fair exhibit was prepared by the regional SCS office and serviced at the State fair by the State department of agriculture. It is hoped also to enlist the cooperation of the State conservation department.

A problem in the handling of "spot" news in districts was discussed for some time. This problem arises when the district holds a meeting, but the news of that meeting centers largely around the participation or contribution of some agency other than SCS, such as FSA, FCA, or AAA. The question was: How far should SCS officials go in taking the responsibility for the news of such a meeting.

Mr. Keilholz suggested that the most logical and most effective method of handling this was through the office of the county farm adviser (county agent). He is acquainted with the personalities, the programs, and relationships, and furthermore has the responsibility and the authority for the coordination of educational and informational material on the districts program, as well as on other programs.

Publications, Educational Relations

John Dreier, of the SCS division of information, acted as discussion leader for this session.

First of the items taken up was the proposal for a "districts" news letter to be circulated among all those concerned with the districts program. This would be illustrated and issued in something resembling newspaper format or rotogravure supplements for the purpose of pooling ideas that are picked up from various districts and that could be circulated to stimulate the districts program. A number of objections, as well as advantages, came out during the discussion.

One of the advantages cited was that the news letter would serve to impress district supervisors with the fact that they were a part of a great national movement and not of a merely local project. Also, since the publication would be confined largely to successful methods, it might serve to expedite the districts program.

It was admitted there might be some objection to the news letter from other agencies, since some of the agencies already have a feeling that the districts are purely SCS. It was suggested that this objection might be overcome by having the publication issued by the U. S. D. A. rather than by the SCS. Another suggestion was that it be put out by the regional offices.

Another objection raised was that the procedures and methods publicized from one region, State, or district might not be the best for another territory and that therefore SCS officials and extension conservationists might be embarrassed by having to reject something for which the local supervisors had developed enthusiasm after seeing it in the news letter.

Insofar as the interest and support of other agencies are concerned, it was pointed out that the time to gain these is when, or even before, the district is organized, rather than after it is formed.

While the matter of a news letter is not definitely settled, expressions of opinion in Washington, in the Chicago conference, and from other sources in the field seem to reflect agreement that it is a good idea.

Mr. Dreier reported that an effort would be made to put the proposal through.

Turning to the matter of SCS publications, he announced that there were 113 scheduled for publication during the present fiscal year, 40 of these being research publications.

Attention was then called to a number of publications issued by different States. A West Virginia bulletin was cited. Virginia has a series of leaflets put out by the State soil conservation board. Outstanding publications from a number of other States were cited.

The trend, according to Mr. Dreier, is toward leaflets on specific practices. He also announced that the Washington office is planning to print these leaflets if the regional offices will write them. It is quite possible, he indicated, for each region to develop 6 to 10 leaflets.

Among the SCS publications which are on the printing schedule are a 12-page bulletin on the work of the SCS and a bulletin by Dr. H. H. Bennett, chief of the SCS. More picture books also are coming out, Mr. Dreier announced.

Discussing the matter of educational relations, Mr. Dreier reported that the Wildlife Federation has gone into the matter of conservation on a business basis, textbooks on the subject having been sold to schools on a membership basis. Columbia University Teachers College is getting out a book for teachers on conservation.

Within the SCS, the educational relations unit under Dr. Strong has been discontinued because of restrictions in the budget. Hence she will not be available for field work this fall. Nevertheless it was held most important that material for furtherance of educational relations be developed this year.

Mr. Dreier announced that a complete school unit is being assembled in the Washington office. It is also the hope to get out something on the scientific relations of soil and water.

In addition to this the land picture needs to be supplemented with regional material which the teacher can use to give reality to the broad over-all instruction in good land use and soil conservation, Mr. Dreier pointed out.

He announced that a special edition of Soil Conservation would be issued on the educational relations program. The service also has good photographs on the educational relations program which might be useful at teachers' meetings or in exhibits.

It was pointed out that every region ought to have some agency or institution that would be willing to help in developing material for educational relations work. In this connection it was announced that teachers have found their place in the work and have been brought into an important relationship with a great program in the community.

Press, Radio, and Visual Information

The chairman of this section of the meeting was Gordon K. Zimmerman, of the SCS division of information.

First he appealed for more emphasis on SCS scientific and research work in the press releases of information men. He reiterated the fact that the emphasis now was upon districts as contrasted with the earlier emphasis on demonstrations.

Heretofore the SCS has taken the position that some reservations were required in dealing with news of districts, in view of the fact that members and supervisors of the districts were doing the work with the help of the SCS, augmented at times by other agencies. "The time has probably now come," Mr. Zimmerman said, "when restrictions can be taken off and all stories growing out of the districts program can be handled by SCS men so long as the material is newsworthy.

"The time has been reached, too," he said, "when regional offices can begin to make surveys of how people in a given district can be reached most effectively and most efficiently."

Mr. Barnes pointed out that the job of education and information in the district is to "make the people realize that through a legal process authorized by State legislation they now have the power which they didn't have before to do something about a community problem."

Too often, Mr. Barnes said, districts have been organized because farmers wanted to get a "Government man," a "Government tractor," or some WPA or CCC labor.

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In the field of radio it was reported that the SCS no longer uses small stations and is concentrating entirely on the large stations and the networks.

In motion pictures the outlook is unpromising because of lack of funds, the expense involved, and the questioning attitude of some congressional leaders. Two SCS pictures are, however, coming out soon. These are a wildlife picture and Roots in the Earth. Another motion picture on conservation in the Corn Belt is in the process of development.

It was announced that an AAA film, The Land, which is similar to The Flow and The River, would be out in about 3 months.

Another SCS film in the process of development is one on roadside erosion designed to crystallize the support and cooperation of road officials in erosion control.

Still another SCS film was mentioned. This is a 5-minute one which could be used as a starter for a meeting.

With respect to exhibits it was announced that the trend is to get away from large exhibits and go into the production of portable displays that can be made largely from photographs.

Film strips were discussed next. Modernization of them is to start this fall, it was announced. It was pointed out, too, that they may be more useful in light of the fact that the outlook for motion-picture production is unpromising. There were expressions from many attending the conference that slides are replacing film strips. On the other hand Mr. Barnes reported that the U. S. D. A. sold more film strips on soil conservation last year than on any other subject.

Some demand was voiced for film strips on various practices by extension conservationists and State coordinators.

Also the idea of a 10-minute short "movie" on the formation and work of a district was received with enthusiasm.

A further suggestion was that if there are 130,000 negatives in the SCS files, the same picture not be used so many times in different places.

Photography was the final topic of the conference, and before the session adjourned considerable discussion and some variance of opinion developed.

It was explained that the chaotic condition has developed from the fact that there is little money and almost no laboratory help for

photographic work, while at the same time there is a continuing demand from several different sources for pictures.

A proposal was made for meeting the situation, but after considerable discussion the matter was left for further study and report. Under the proposed plan all Recomar cameras below the regional offices would be called in. For black and white prints the SCS would rely upon the regional office and regional photographer.

In order to meet the need and demand for colored slides, an attempt would be made to see what could be done below the regional level with miniature cameras to replace the Recomars in the area offices. Use of these miniature cameras would be restricted by some fiscal control over the amount of film used.

Research people would still keep their cameras and make their own pictures.

Considerable discussion followed the presentation of the entire photographic proposal, a number of the conference members pointing out how the plan might handicap them in their work.

Following the discussion Mr. Barnes announced that the whole matter would be reviewed in the light of the discussions and that then a policy would be drawn up to apply to all concerned.

The meeting then adjourned on the afternoon of the third day. and the second second second

Respectfully submitted,

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